

Guidelines for Updating Current/Creating New Policies and Procedures

Most departments have policies and procedures which need updating. Current policies and procedures are located at the following location:

<https://adminfinance.okstate.edu/policies/index.html>

To update a policy or create a new policy:

- Request the current policy/new policy template and summary form from Angela Cross (ajcross@okstate.edu or x5624).
- Make any changes using “Track Changes” or compose a new policy using the template.
- Gather input from the various departments affected by the policy/update. Get approval from any other Council or Committee needed (i.e. Council of Deans, Faculty Council, Staff Advisory Council, etc.).
- Review and approval from the Vice President over the department making the changes to the policy.
- Obtain approval from Board Legal Counsel (Gaylan Towle, cc: Brandee Hancock).
- Complete the summary form and submission checklist.
- Return the policy submission checklist, with all required documentation to Angela Cross.
- Following review and approval, the policy will be sent to the E-Team Policy Committee for approval.
- Upon E-Team Policy Committee approval, the policy may require Board approval.
- Once approved by all appropriate groups, the updated/new policy will be posted to the Policies page on the Administration and Finance website.